

Memorandum

To: DEPUTY DISTRICT DIRECTORS, Construction
SENIOR CONSTRUCTION ENGINEERS
RESIDENT ENGINEERS

Date: July 18, 2001

File: Division of Construction
Directive CPD 01-9

From: DEPARTMENT OF TRANSPORTATION
DIVISION OF CONSTRUCTION, MS 44

Subject: Professional Engineering Funding Program

The Department of Transportation provides financial assistance for construction staff preparing to sit at professional engineering licensing examinations, including the Fundamental Engineer and Professional Engineer.

Candidates must receive prior approval from the Office of Professional Development to get reimbursed for the review courses they attend or the reference materials they purchase. Funding requests are filled in the order they are received. Since demand for these funds are expected to exceed availability; eligible candidates are encouraged to apply early in the fiscal year. Complete program guidelines, applications, and filing deadlines are available on the Intranet at <http://onramp.dot.ca.gov/hq/design/engdev/ped/rc.htm>. If you need additional information on the guidelines or procedures for this program, Mr. Yusu (Steve) Hao, the coordinator from the Office of Professional Development, may be contacted via email at yusu.hao@dot.ca.gov.

Candidates may only take one review course for each license type; except for the Civil Professional Engineer Examination, where one review course for each section, (Eight-Hour Exam, Seismic, and Surveying) may be taken. Employees may be reimbursed up to \$250 - \$450 for every pre-approved course and up to \$100 - \$200 for reference materials.

Candidates must submit to the Office of Professional Development a completed travel expense claim to get reimbursed for the review courses and reference material. An approved option form, receipts for the course registration fees and/or reference material purchased, course completion certificate, and proof of signing up for the licensing exam must be attached to the submitted travel expense claim.

Please contact Imad Abed-Al-Rahim at (916) 712-2831 if you need further assistance.

Original signed by Jon Tapping for:

ROBERT PIEFLOW
Chief
Division of Construction

Attachment

IA:sf